

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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### **EXAMINATION ANNOUNCEMENT**

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF BUDGETS
LEVEL	CEA 3 (Salary Range \$8030-8854)
FINAL FILING DATE	SEPTEMBER 17, 2004

**(Note: All applicants who applied for the Chief, Division of Budgets, with the final file date of July 30, 2004, need not reapply).**

### **DUTIES/RESPONSIBILITIES**

Under the direction of the Chief Financial Officer, the incumbent is responsible for developing the overall policies and direction for the Division of Budgets. Duties include, but are not limited, to the following:

- Develops and implements policies to coordinate the Fund Estimate used as the basis for the State Transportation Improvement Program (STIP) as required in Senate Bill 45. This requires forecasting all state and federal revenues and expenditures expected over the STIP cycle.
- Develops budget policy that sets priorities for the use of limited transportation resources.
- Administers the Governor's Budget for Transportation, authorizing work to be accomplished by the Department, expenditure levels, and fund sources.

- Provides leadership and ensures continuity between strategic and business planning efforts and the budget process.
- Provides leadership to manage the finances involved in funding the completion of the Seismic Retrofit Program including, construction of the new San Francisco-Oakland Bay Bridge.
- Develops capital financing plans that authorize cash obligations and set cash obligation priorities, continuously monitors cash balances, projects short and long term cash needs and recommends appropriate action on pending project allocations to ensure solvency.
- Controls the obligations of federal funds to ensure these funds are used at maximum advantage for California; funding priorities and timing to allow maximum construction of projects, including local funds, at the earliest possible dates.
- Reviews all proposed legislation for financial impact and proposes changes to address Department concerns.
- Represents the Department in resolving annual budget issues with the Department of Finance, Legislative Analyst's Office and legislative staff.
- Maximizes the utilization of all incoming and outgoing cash resources which involves multiple-year cash forecasts and cash expenditure budgets. Establishes cash management exception policies and is responsible for decisions to redirect resources as warranted.
- Develops financial and policy resolutions for project and program allocations involving the California Transportation Commission (CTC).
- Serves as the Department's liaison on financial matters with other state departments, local and regional transportation agencies, the Federal Highway Administration, other states, and private industry.
- Serves as the Department's budget expert and represents the Department before the CTC on budget issues on a monthly basis.

#### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

#### DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager III level or higher which developed the following qualifications:

- Must possess a broad and comprehensive knowledge of the Department's multimodal transportation roles and responsibilities and state and federal highway budget policies, guidelines, and standards.
- Must be knowledgeable in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the budget work of the Department and the Department's mission, goals, programs, and policies.
- Must have the ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in budget matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Possess excellent oral and written communication skills.

## EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

## EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
  - List state and federal resource agencies and other stakeholders and partners.
  - Explain nature and extent of those contacts.
- Breadth and extent of experience as or equivalent in level to a Staff Services Manager III.
- Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience in managing budget development in California state government.
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS
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All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Division of Human Resources, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via e-mail: [Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on September 17, 2004. Interagency mail received after this date will not be accepted.

**Application packets may be e-mailed to the above address or faxed to (916) 227-5333 or CALNET 498-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address.**

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414 or CALNET 498-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.